



society of graduate & professional students
CANADIAN FEDERATION OF STUDENTS LOCAL 27

AGENDA: Annual General Meeting

Society of Graduate and Professional Students' Council

Local 27 of the Canadian Federation of Students

Tuesday, March 23rd, 5:30pm

Room 241, JDUC

1. Presentations

- Iain Reeve (Grad Club)
- Nate Erskine-Smith (Queen's Business Law Clinic)

2. Adoption of Agenda and Minutes

MOTION

03/23/10:1

Moved _____ / _____ BIRT the agenda for March 23rd, 2010 be adopted.

MOTION

03/23/10:2

Moved _____ / _____ BIRT the minutes for March, 2010 be accepted.

3. Executive and Speaker Reports

- a) President – Vicky Bae (report attached)
- b) VP Graduate – David Thompson (report attached)
- c) VP Professional – Kate Kahn (no report)
- d) VP Campaigns and Community Affairs – Steve Osterberg (report attached)
- e) VP Finance and Services – Amir Nosrat (report attached)
- f) Speaker – Mark Rosner (report attached)

MOTION

03/23/10:3

Moved _____ / _____ BIRT Executive and Speaker reports be accepted.

4. Committee, Commissioner, Senator, B of T and Other Reports

- a) Graduate Student Senator – Andrew Stevens (no report)
- b) Board of Trustees – Alfonso Nocilla (no report)
- c) Committee Reports – Finance and Service Committee
- d) Commissioner Reports
 - i) Social Commissioner – Diala Habib (no report)
 - ii) Communications Commissioner – Sean Richards (report attached)
 - iii) Equity Commissioner: Sophia Virani (no report)
- e) Other Reports
 - i) Committee Coordinator – Laura Gale (no report)
 - ii) Equity Coordinator – Laura Szabo Greisman (no report)
 - iii) International Students Coordinator – Aasma Khan (no report)
 - iv) Sustainability Coordinator – Ivana Zelenika (report attached)
 - v) Education Students’ Coordinator – Alessandro La Gomba (no report)
 - vi) Rector – Leora Jackson (no report)
 - vii) Chief Returning Officer – Aniss Amdiss (no report)
 - viii) Departmental and Faculty Reports – Law Students’ Society

MOTION

03/23/10:4

Moved _____ / _____ BIRT Senator/Board of Trustees/Commissioner/ Coordinator / Committee, and Other reports be accepted.

5. Question Period/Departmental Issues

6. Business Arising from the Minutes

MOTION

03/23/10:5

Moved _____ / _____ BIRT Executive and Speaker reports be accepted from the March 2010 meeting.

2nd Reading of Proposed Bylaw Changes

MOTION

03/23/10:6

Moved ___Amir Nosrat_____ / ___Marvin Ferrer_____ BIRT to Amend B.16.2 to read:

"B.16.2 Council of the School of Graduate Studies

- a. The SGPS shall have the following representatives on the Council of the School of Graduate Studies: each SGPS Executive member, a Graduate Senator, and one

from each Faculty Graduate Committee (or equivalent) from the following Faculties/Schools:

- (1) Arts and Sciences;
- (2) Applied Sciences;
- (3) Law;
- (4) Business;
- (5) Health Sciences;
- (6) Education;
- (7) Theology
- (8) School of Policy Studies
- (9) School of Urban and Regional Planning

b. Nominations to these positions shall be made in conformity with B.16.1.

c. A list of these divisional representatives shall be maintained in accordance with Bylaw B.16.1."

MOTION

03/23/10:7

Moved _____ / _____ BIRT that B.4 section of the SGPS bylaws be amended to read:

B.4.1 Ordinary Members

Ordinary members of the SGPS include:

a. On-campus students and off-campus students that pay the SGPS membership fee.

On-campus members of the SGPS have the right to:

- a. vote in all SGPS elections and referenda;
- b. attend and speak at Council and General Meetings of the SGPS, subject to the SGPS' rules of order;
- c. move motions, second motions, and vote at General Meetings of the SGPS;
- d. place referendum questions before the members of the SGPS as described in P.7.1.3a.;
- e. seek office within the SGPS by standing for election; and
- f. make use of the SGPS' facilities and services, subject to the general regulations governing their use.

All ordinary members of the SGPS shall pay all of its mandatory fees **unless reduced rates have been outlined and ratified by a simple majority at SGPS Council and ratified by 2/3rds majority vote at the SGPS Annual General Meeting.**

B.4.2 Honorary Members

- a. The SGPS Council may confer honorary memberships by majority vote.
- b. Honorary members may attend and speak at any meeting of the SGPS,

subject to the SGPS' rules of order.

c. Honorary members may opt-in to the SGPS health and dental plans by paying a pro-rated SGPS mandatory fee and paying for any health and dental plan service of which they wish to be a member.

MOTION

03/23/10:8

Moved _____ / _____ BIRT that B.5 section of the SGPS bylaws be amended to read:

B.5.1 Members of Council

The ordinary members of Council include:

- a. One representative from each constituent body whose membership in the SGPS does not exceed 125;
- b. Two representatives from each constituent body whose membership in the SGPS is 126 – 325 inclusive;
- c. Three representatives from each constituent body whose membership in the SGPS is 326 – 525 inclusive;
- d. Four representatives from each constituent body whose membership is in excess of 525;
- e. One aboriginal student representative;
- f. One international student representative;
- g. One mature student representative;
- h. One part-time student representative;
- i. The elected members of the Executive;
- j. All Senators who are elected and are members of the SGPS;
- k. The SGPS Trustee;
- l. The Education Coordinator, who shall not vote;
- m. The Executive Director, who shall not vote;
- n. The Commissioners, who shall not vote; and
- o. The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie.

No person shall concurrently hold more than one appointed or elected office within the SGPS nor shall one person submit a nomination form for more than one elected office during the same nomination period.

Members of the Executive, Officers and Appointees of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies.

Constituent body representatives shall be selected by their constituent body.

The number of representatives for each constituent body is determined by the October Council meeting.

The ex–officio honorary members of Council are:

- a. The President of the Alma Mater Society, who shall only participate in debate on matters affecting the AMS, but shall not vote; and
- b. The University Rector, who shall not vote.

MOTION

03/23/10:9

Moved _____ / _____ BIRT that B.5 section of the SGPS bylaws be amended to read:

Members of the Executive, Officers and Appointees of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies and in their contracts subject to Council’s approval.

MOTION

03/23/10:10

Moved _____ / _____ BIRT that B.6 section of the SGPS bylaws be amended to read:

B.6 The Executive

a. The following constitute the Executive of the SGPS:

- (1) President;
- (2) Vice President Graduate;
- (3) Vice President Professional;
- (4) Vice President Campaigns and Community Affairs
- (5) Vice President Finance and Services.

b. No person shall concurrently hold more than one appointed or elected office within the SGPS nor shall one person submit a nomination form for more than one elected office during the same nomination period. This section shall not apply to the offices of the graduate Senator or SGPS Trustee.

c. The term of office for all Executive positions is from April 1st to March 31st of each year.

d. All members of the Executive shall be ordinary members of the SGPS who are eighteen (18) or more years of age and not in undischarged bankruptcy.

B.6.1 Role of the Executive

The role of the Executive is to:

a. Act as the Directors of the SGPS;

(1) In keeping with the Ontario Corporations Act, the officers of the corporation shall be as follows:

- i. SGPS President – President;
- ii. SGPS VP Graduate – Vice-President; and
- iii. SGPS VP Finance and Services – Secretary.

b. recognize and respond to the concerns of and take direction from Council and membership; c. promote the interests of the SGPS and its members;

- d. represent the SGPS and its members in dealing with external organizations, groups, and individuals;
- e. act as the steering committee of Council for a term of office from April 1 to March 31;

f. Oversee employees of the SGPS in the performance of their duties and responsibilities

- f. uphold the Bylaws and Policies of the SGPS;
- g. propose policy and present it to Council for consideration; h. report to each meeting of Council, and act in accordance with any decisions of that body;
- i. meet at least **once a week** at the call of the President or appointed Executive member;
- j. act as signing officers for the SGPS' accounts in accordance with P.1.1.3. and generally oversee the finances of the SGPS;
- k. **from March 1st to 31st**, train the successors to their positions with the assistance of the Executive Director and;

l. avail themselves for one month of transition prior to the commencement of their official capacity on April 1st;

- m. retain discretion to refer representation of SGPS members to the Student Advisor Programme.

n. Assist the Executive Director in the documentation and archiving of all relevant information

B.6.2 Responsibilities of the Executive

B.6.2.1 Responsibilities of the President

- a. The President, official spokesperson of the SGPS, is responsible for:
 - (1) acting as the official representative and spokesperson for the SGPS;
 - (2) supporting the Executive in the performance of their duties and responsibilities;
 - (3) proposing the direction of policy and other goals for the SGPS to Council;
 - (4) reporting on the actions of the Executive and Officers of the SGPS at each Council and General Meeting;
 - (5) ensuring that all important decisions made at Executive meetings are reported at each meeting of Council;
 - (6) calling the Annual General Meeting in March.
- b. The President shall be a voting member of the **SGPS** Finance and Services Standing Committee and act as an ex-officio, non-voting member of all other SGPS committees;
- c. The President (~~or President's representative~~) shall serve ex-officio on the following bodies:
 - (1) Council of the School of Graduate Studies
 - (2) Graduate Studies Executive Committee**
 - (3) Advisory Committees for the Hiring of Vice Principals and Deans of the University;

- (4) Board of Trustees of Queen's University (Permanent Observer Status);
- (5) Senate of Queen's University;
- ~~(6) Senate Committee on Non-Academic Discipline;~~
- (7) Senate Committee on Honorary Degrees ;
- (8) Senate Residence Committee;
- (9) Campus Planning and Development Committee;
- (10) John Deutsch University Centre Executive Committee (or equivalent);
- (11) John Deutsch University Centre Council (or equivalent);
- (12) Alma Mater Society Assembly (Permanent Observer Status);
- (13) Alumni Assembly (Observer Status);**
- (14) University Council;**
- (15) Queen's Centre Transition Working Group,**
- (16) Queen's Centre Management Working Group;**
- (17) QC Executive Committee;**
- (18) Food Committee;**
- (19) Cold Beverage Committee;**
- (20) Health, Counseling and Disability Services Advisory Council;**

B.6.2.2 Responsibilities of the Vice President Graduate

The VP Graduate is responsible for:

- a. representing the SGPS in matters specific to graduate students;
- (1) Ensuring that graduate students at SGPS are represented** in university affairs at Queen's by making representations to people and organisations internal to the University; and;
- (2) assisting members who require an impartial and supportive person to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.**

The VP Graduate shall also:

- a. perform any function of the President, in accordance with B.6.2.1;
- b. chair the **SGPS** Education Standing Committee, and be responsible for its proper and complete functioning;
- c. chair the **SGPS** Graduate Student Standing Committee, and be responsible for its proper and complete functioning;
- d. chair the **SGPS** Coordinating Committee of the Student Advisors and act as direct supervisor of the Student Advisors;
- ~~e. be responsible for appointments to all University Committees, in accordance with B.16.1;~~
- ~~f. be responsible for the maintenance of an up-to-date list of all SGPS positions and representatives on University Committees, in cooperation with the Committee Coordinator, in accordance with B.16.1; and~~
- e. serve as an ex-officio member or be in good communication with the elected student at large members of the following bodies:**

- (1) Graduate School Executive Council;**
- (2) Senate Advisory Research Committee;**
- (3) Grad Life Working Group;**
- (4) Expanding Horizons Working Group;**
- (5) Council of the School of Graduate Studies;**
- (6) Graduate Studies Executive Committee;**
- (7) Senate Internal Academic Review Committee.**

B.6.2.3 Responsibilities of the Vice President Professional

The VP Professional is responsible for:

- a. representing the SGPS in matters specific to professional students;
 - (1) Ensuring that professional students at SGPS are represented** in university affairs at Queen's by making representations to people and organisations internal to the University; and;
 - (2) assisting members who require an impartial and supportive person to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource...**
 - d. hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Executive Director (move to end of next section);**
- and The VP Professional shall also:
- a. perform any function of the President, in accordance with B.6.2.1; b. perform any function of the Speaker, in accordance with P.3.1.1;
 - c. chair the Professional Students Standing Committee, and be responsible for its proper and complete functioning;
 - (d) chair the Human Resources Committee, and be responsible for its proper and complete functioning**
 - d. be responsible for appointments to all University Committees, in accordance with Bylaw B.16.1;
 - e. be responsible for the maintenance of an up-to-date list of all SGPS positions and representatives on University Committees, in cooperation with the Committee Coordinator, in accordance with B.16.1;
 - f. be responsible for the human resources of the SGPS:**
 - (1) be responsible jointly with the Executive Director for overseeing the hiring of Appointees of Council, according to B.12.2 and B.12.3;**
 - (2) be responsible jointly with the Executive Director for supervision of the Appointees of Council and any other hired positions (excluding Front Desk Staff);**
 - (3) be responsible jointly with the Executive Director for evaluating all hires of the SGPS according to P.2.**
 - (4) reinforce all Human Resources Bylaws and Policies**
 - g. hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Executive**

h. shall also serve, where possible, on the following bodies:

- (1) SONAD;**
- (2) Grad Club Board;**
- (3) Academic Integrity Working Group.**

B.6.2.4 Vice President Campaigns and Community Affairs

The VP Campaigns and Community Affairs is responsible for:

- a. representing and communicating the interests of the members of the SGPS at meetings of the external student associations of which the SGPS is a member; and
- b. generally promoting the interests of SGPS members by making representations to people and organizations external to the University.

The VP Campaigns and Community Affairs shall also:

- a. perform any function of the President, in accordance with B.6.2.1;
- b. chair the **SGPS** Campaigns and Community Affairs Standing Committee, and be responsible for its proper and complete functioning;
- ~~c. be a member of the Council of the School of Graduate Studies~~
- ~~d. act as the liaison between the “Free Queen’s” program and the SGPS~~
- c. Attend annual and semi-annual general meetings of the CFS at both the national and provincial levels, and attend other important CFS events;**
- d. Where possible, serve on the following bodies:**
 - (1) Queen’s Journal Board of Directors;**
 - (2) SGPS Graduate and Professional Student Housing Working Group;**
 - (3) Council of Graduate Studies (if applicable)**

B.6.2.5 Vice President Finance and Services

The VP Finance and Services is responsible for:

- a. administrating the SGPS’ finances and accounts along with the Executive Director;
- b. supervising all of the SGPS’ financial transactions
- c. setting the SGPS’ annual budget;
- d. presenting the annual SGPS budget to Council at or before the September council meeting;
- e. presenting to Council in August, a balance sheet and income statement in accordance with P.1.1;
- f. presenting a balance sheet and income statement from September 1 at the Annual General Meeting;
- g. arranging for an independent audit of the SGPS’ financial books in accordance with P.1.1;
- h. coordinating and planning the services of the SGPS; and
- i. administrating the SGPS health and dental plan along with the Executive

Director.

The VP Finance and Services shall also:

- a. perform any function of the President, in accordance with B.6.2.1;
- b. supervise all financial transactions of the SGPS
- c. be authorized to approve any non budgeted expenditure of five hundred (\$500) dollars or less, and report such expenditures to the SGPS Council, in accordance with P.1.1;
- d. chair the SGPS Finance and Services Standing Committee in accordance with P.6.2.1;**
- e. Present to the Finance and Services Standing Committee for review of the detailed income/expense statement of the SGPS quarterly;
- f. administrating all SGPS bursaries and grants along with the Finance and Services Standing Committee;**
- g. Where possible, serve on the following bodies:**
 - (1) Senate Scholarships and Student Aid Committee;**
 - (2) John Deutsch University Centre Council;**
 - (3) Queen’s Centre Transition Working Group;**
 - (4) Cold Beverage Committee;**
 - (5) Council of the School of Graduate Studies;**

MOTION

03/23/10:11

Moved _____ / _____ BIRT that B.6 section of the SGPS bylaws be amended to read:

B.6...

- e. The SGPS shall have contracts with all members of the Executive.**

MOTION

03/23/10:12

Moved _____ / _____ BIRT that B.7 section of the SGPS bylaws be amended to read:

B.7 The Executive Director

- a. The SGPS shall employ an Executive Director (ED).
- b. This shall be a full-time position.
- c. The SGPS shall have a contract with the ED, which shall be negotiated by the SGPS Executive.**

MOTION

03/23/10:13

Moved _____ / _____ BIRT that B.8 section of the SGPS bylaws be amended to read:

B.8 Graduate Student Senator and SGPS Trustee

B.8.1 SGPS Trustee

- a. The SGPS Trustee is the graduate and professional students' representative on the Queen's University Board of trustees and its subcommittees;**
- b. The SGPS Trustee is responsible for:**
 - (1) attending all meetings of the Board of Trustees and its subcommittees and of which they are a member;**
 - (2) reporting to Council after each Board of Trustees meeting and meeting of subcommittees of which they are a member;**
 - ~~**(4) dialogue with Council about issues on the University Board of Trustees' agenda; and**~~
 - ~~**(3) making each meeting's date, agenda, and minutes available in the SGPS office and on the SGPS website when the information becomes available.**~~
- c. The University Secretariat sets the term of the SGPS Trustee to be two years.**
- d. To facilitate effective transition and orientation, the SGPS Trustee-elect shall not take office until the beginning of the Spring/Summer Term but shall accompany the incumbent SGPS Trustee as an observer to all Board meetings prior to that time.**
- e. The SGPS shall provide an annual allocation of funds to the SGPS Trustee to help cover his or her expenses. This includes, but is not limited to, transportation, event organization and conference fees, when other funding sources cannot be obtained.**

B.8.2 Student Senators

- a. All students registered in the School of Graduate Studies are eligible to hold the position of Graduate Student Senator.**
- b. All students registered in the Faculty of Law JD Program are eligible to hold the position of Law Student Senator.**
- c. All students registered in the Faculty of Education Bachelor of Education Program are eligible to hold the position of Education Student Senator.**
- d. All graduate students registered in the School of Theology are eligible to hold the position of Theology Student Senator.**
- e. All students registered in the School of Rehabilitation are eligible to hold the position of Rehabilitation Student Senator.**
- e. The Student Senators are responsible for:**
 - (1) attending all meetings of the University Senate;**
 - (2) reporting to Council after each meeting;**
 - ~~**(3) making each meeting's date, agenda, and minutes available in the SGPS office and on the SGPS website when the information becomes available;**~~
 - (3) serving as an ex-officio member on the governing bodies of their respective schools or Faculties; and**

- (4) **working** with other Student Senators, as well as the SGPS President, to discuss issues important to all SGPS students where necessary.
 - (5) attending meetings of the Senate Student Caucus.
 - (6) joining at least one Senate committee when a seat is available.
- f. The University Secretariat sets the term of office of **the Student Senators to be two years.**

MOTION

03/23/10:14

Moved _____ / _____ BIRT that B.9 section of the SGPS bylaws be amended to read:

B.9 Officers of Council and Appointees of Council

~~**No person shall concurrently hold more than one appointed or elected office within the SGPS nor shall one person submit a nomination form for more than one elected office during the same nomination period.**~~

B.9.1 Officers of Council

- a. The following constitute the officers of the SGPS, and shall be responsible for assisting Council and the Executive with a specific aspect of the SGPS' operations:
 - (1) Speaker of Council;
 - (2) Deputy Speaker;
 - (3) Chief Returning Officer; and
 - (4) Deputy Returning Officer.
- b. The Speaker of Council and the Chief Returning Officer are responsible for reporting to Council.
- c. Council may establish additional Officer positions for specific purposes.
- ~~**d. Officers of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and in detail in the Policies.**~~

B.9.2 Appointees of Council

- a. The following constitute the Appointees of Council, and shall be responsible for assisting Council and the Executive with a specific aspect of the SGPS' operations, and are responsible for reporting to Council:
 - (1) Communications Commissioner;
 - (2) Social Commissioner;
 - (3) Equity Commissioner;
 - (4) Equity Coordinator;**
 - (5) Education Coordinator;
 - (6) Committee Coordinator;
 - (7) Sustainability Coordinator;**
 - (8) International Students Coordinator;**

- (9) Web Coordinator (Webmaster);
- (10) Planning Coordinator;
- (11) Logistics Coordinator;
- (12) Athletics Coordinator;
- (13) Layout Coordinator;

- b. Appointees of Council **are supervised by appropriate members of the Executive and** report to Council. ~~but are supervised jointly by the VP Professional along with the Executive Director.~~
- c. Council may establish additional **Appointee** positions for specific purposes.
- d. **Committees** may be created as needed **by Council and They will be** headed by a Commissioner, ~~who will be considered an Appointee of Council, and whose duties shall be outlined by Council.~~
- e. All Appointees of Council must be ordinary members of the SGPS.
- f. All Appointees of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies.

MOTION

03/23/10:15

Moved _____ / _____ BIRT that B.9 section of the SGPS bylaws be amended to read:

The SGPS shall have contracts with all officers and appointees.

MOTION

03/23/10:16

Moved _____ / _____ BIRT that B.12 section of the SGPS bylaws be amended to read:

B.12 Selection of the Officers of Council, Appointees of Council and Staff Members

B.12.1 Selection of the Officers of Council

- a. Only ordinary members of the SGPS shall be eligible for these positions. **The Chief and Deputy Returning Officer(s) shall not be eligible to run for any other position within the SGPS, and must resign as Chief or Deputy Returning Officer if they decide to run for such a position.**
- b. The Speaker of Council and the Chief Returning Officer shall be elected by a majority vote of the members at Council. The election will take place by secret ballot and its proceedings will be recorded in the minutes of that Council meeting. The terms of office of the Speaker of Council and the Chief Returning Officer shall not extend past April 30th of each year.
- c. The Deputy Speaker shall be chosen by the Speaker and ratified by Council. The term of office of the Deputy Speaker shall not extend past May 31st of each year.
- d. The Deputy Returning Officer(s) shall be chosen by the Chief Returning Officer and ratified by Council.

...

B.12.3 Hiring, Discipline and Termination of Staff Members

- a. The SGPS, the employer, shall act in accordance with the Ontario Employment Standards Act.
- b. Problems with performance are to be addressed by the **Executive Director and/or an Executive member** VP Professional as soon as reasonably possible. ~~Initial conversations may be informal.~~
- c. If Problems persist, a formal meeting shall take place between the staff member and the ~~Executive Director as well as an Executive member~~ **VP Professional**. This meeting **shall be documented and** will result in specific expectations and a timeline for improvement.
- d. If there is insufficient improvement according to the plan set in place at the **mentioned** formal meeting after ~~at least~~ two weeks, **the VP Professional shall make a recommendation to the Executive as per P.2. Following this recommendation, the Executive shall deliberate and come to a final decision jointly relating to the said employee.**
- e. Serious misconduct, including but not limited to serious criminal behaviour, discriminatory or harmful conduct will result in immediate termination.
- f. All terminations may be appealed to Council.

MOTION

03/23/10:17

Moved _____ / _____ BIRT that B.13 section of the SGPS bylaws be amended to read:

B.13 Resignation or Impeachment of Officers of the SGPS

B.13.1 Resigning from the SGPS

- a. Resignations for Executive positions, SGPS Trustee and Senator must be **submitted to the VP Professional, who will then formally forward the resignation** to Council.
- b. Upon completion of their degree program, any Executive member, Officer or Appointee of Council, SGPS Trustee or Senator may complete their term of office if less than 6 months remains in the term of office, but may not seek re-election or re-appointment without returning to "Ordinary Member" (B.4.1) status. If more than 6 months remain in the term of office at the time of the termination of student status, the member must resign their position.

...

B.13.3 Removal of an Executive Member, Officer of the SGPS or Appointee of Council

...

~~Where the Executive seeks to remove an appointee of Council, the Appointee will be given formal notice of the reasons for seeking removal and a period of two weeks to correct the situation prior to seeking a non-confidence motion.~~

B.13.4 Requesting the Resignation of the ~~Graduate~~ Student Senator or SGPS Trustee

While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or SGPS Board of Trustees Representative, should there be reason to believe that the SGPS Trustee or Graduate Student Senator is not fulfilling the expectations of their position as outlined in B.8, the SGPS Executive should make this complaint known to Council, and recommend to Council that they request the Trustee's or Senator's resignation.

MOTION

03/23/10:18

Moved _____ / _____ BIRT that B.16 section of the SGPS bylaws be amended to read:

B.16 University Representation Committees

B.16.1 Appointment of Representatives to University Committees/ Governing Bodies (excluding the Board of Trustees and Senate)

- a. The ~~VPs Graduate and~~ Professional, ~~in conjunction with the in consultation with the Executive and the~~ Committee Coordinator, shall call for and receive nominations to these positions following the election of the Executive.
- b. Representatives on University ~~Committees working bodies~~ shall be ordinary members of the SGPS.
- c. Subject to ~~agreement by the Executive, and then~~ ratification by Council, the ~~VPs Graduate and~~ Professional ~~and Committee Coordinator~~ shall appoint representatives to University ~~Committees working bodies~~.
- d. The ~~VPs Graduate and~~ Professional, in co-operation with the Committee Coordinator, shall be responsible for the maintenance of an up-to-date list of SGPS representatives on University ~~Committees working bodies~~.
- e. Appointments to University ~~Committees working bodies~~ shall extend as appropriate.
- f. On the instruction of the ~~VPs Graduate and~~ Professional, SGPS representatives on University ~~Committees working bodies~~ shall report to:
 - (1) ~~the Executive, appointees or officers of Council;~~
 - (2) Council;
 - (3) The Annual General Meeting

1st Reading

MOTION

03/23/10:19

Moved ___ Amir Nosrat _____ / _____ Steve Osterberg _____ BIRT the SGPS loan the SGPS Housing Authority \$90,000 from the SGPS reserves after such time that the Housing Authority has been incorporated.

7. Main Motions

MOTION

03/23/10:20

Whereas the Executive has been investigating the possibility of hiring a new permanent staff member,

Whereas this position was proposed in response to the Executive Director's onerous workload and therefore diminished administrative and research capabilities;

Moved _____ Nosrat _____ / _____ BIRT that the Executive hire a new Executive Assistant whose roles and responsibilities are outlined in Appendix 1; and

BIFRT that the Executive Assistant be compensated \$31,000 in wages for their first year; and

BIFRT that the Executive Assistant begin work with proper compensation on August 1st, 2010; and

BIFRT the position of committee coordinator be eliminated.

MOTION

03/23/10:21

Whereas the Finance and Services Standing Committee and the Human Resources Special Committee have been reviewing compensation schemes for all SGPS positions,

Whereas both committees have recommended an increase in most SGPS paid positions,

Moved __Nosrat_____ / _____ BIRT that the P.2.5 be amended to read:

P.2.5 Stipends

- a. SGPS Executive, Officers of Council and Appointees of Council will receive stipends as stipulated in the Bylaws.
- b. This policy is not subject to change by a 2/3 majority vote at a regular Council meeting. Instead, it can only be changed by a majority vote at an Annual General Meeting.
- c. This policy will be revised at each Annual General Meeting to reflect changes in stipends occurring each year.

P.2.5.1 Stipends

a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:

- (1) President \$15,500
- (2) VP Graduate \$12,000
- (3) VP Professional \$12,000
- (4) VP Campaigns and Community Affairs \$12,000
- (5) VP Finance and Services \$12,000
- (6) Commissioners \$6,000.00
- (7) Equity Coordinator \$2,000.00
- (8) Layout Coordinator \$2,000.00
- (9) Education Coordinator \$2,000.00
- (10) Committee Coordinator \$0.00
- (11) Sustainability Coordinator \$2,000.00
- (12) International Students Coordinator \$2,000.00
- (13) Web Coordinator \$1,500.00
- (14) Speaker \$2,025.00
- (15) Deputy Speaker \$500.00
- (16) Chief Returning Officer \$600.00
- (17) Graduate Student Senator \$200.00
- (18) Law Student Senator \$200.00
- (19) Education Student Senator \$200.00
- (20) SGPS Trustee \$200.00

b. At the conclusion of their terms, an \$8000.00 fellowship provided by the School of Graduate Studies and Research is distributed amongst all graduate student Executive members; and

BIFRT P.2.5.2 be repealed in its entirety; and

BIFRT that this policy change take effect September 1st, 2010

MOTION

03/23/10:22

Moved ___Nosrat_____/_____ BIRT that the P.1 be amended to read:

BIRT "P.1.2.1 c. "AMS": shall mean the Alma Mater Society at Queen's University and/or Alma Mater Society Incorporated" be added.

BIFRT P.1.2.2 be amended to read as follows:

"g)A Class "D" mandatory fee shall be:

- (1)assessed to all SGPS members;
- (2)used to provide funding for services the AMS administers but which can also be used by the SGPS membership;
- (3)a fee for which the SGPS shall levy a 4% administrative charge on all monies

collected. The remainder of the fee shall be remitted to the AMS;
(4) a fee that cannot be indexed for inflation;
(5) a fee that must be stipulated under a valid service agreement between the SGPS and the AMS;
(6) a fee that will be terminated within three hundred and sixty five (365) days of the expiry of the current service agreement and is not renewed.

BIFRT P.1.2.3.c.(2) "viii. The question does not violate any standing SGPS/AMS service agreement" be added.

BIFRT P.1.2.4.b "(7) Class "D" mandatory fees must be renewed within three years of its establishment, previous renewal, or increase" be added.

BIFRT P.1.2.5 be amended to read:

g) Class "D" Fees:

- (1) Class "D" mandatory fees are subject to fee increases as outlined in the current standing service agreement between the SGPS and the AMS.
- (2) Any fee increases required by Council must be approved by a simple majority vote of Council.
- (3) Any fee increases required by referendum must be approved by a simple majority vote during a properly held referendum, in accordance with the SGPS Bylaws and Policies.
- (4) The Finance and Services Standing Committee is encouraged to provide a non-binding recommendation to Council in favor or against the fee increase prior to any Council vote or referendum.

BIFRT P.1.2.7 "e) Class "D" mandatory fees are automatically cancelled within three hundred and sixty five days after the current service agreement expires and is not renewed within the allotted time period" be added.

MOTION

03/23/10:23

Whereas the SGPS Bylaws and Policies stipulate that the payment of an honorarium is an expression of gratitude by the SGPS for services rendered, to be paid at the end of the term of office of the recipient; and

Whereas the SGPS Policy stipulates that the motions to approve the bestowal of honoraria shall be brought to Council at the March Annual General Meeting;

Moved Bae / BIRT the SGPS Council approve the following bestowal of honoraria for 2009-2010 elects, appointees and officers of Council:

President \$1000.00
Vice-President Graduate \$800.00
Vice-President Professional \$1600.00

Vice-President Campaigns and Community Affairs \$1600.00
Vice-President Finance and Services \$1600.00
Communications Commissioner \$500.00
Equity Commissioner \$0
Social Commissioner \$500.00
Speaker \$1000.00
Deputy Speaker \$250.00
Graduate Student Senator \$200.00
SGPS Trustee \$200.00
Chief Returning Officer \$600.00

MOTION

03/23/10:24

Whereas the School of Kinesiology & Health Studies' has created a Budget Cut Awareness Subcommittee; and

Whereas this subcommittee is overseen by two graduate co-chairs (Rob Millington and Lauren McNicol) and is comprised of undergraduate, graduate, and faculty representatives of SKHS; and

Whereas this subcommittee has as purpose to enable dialogue and share information regarding the status of proposed budget cuts at SKHS, Queen's, and beyond.

Moved _____ McNicol _____ / _____ Millington _____ BIRT the SGPS sign and endorse the attached letter (appendix 3) calling for the open publication of submissions to Principal Woolf's Vision document ("Where Next: Toward a University Academic Plan").

8. Other Business

9. Notice of Motions/Announcements

Reports and Motions for the Annual General Meeting are due Tuesday, April 6th, 2010.

The next regular SGPS Council meeting will be on Tuesday, April 13, 2010.

10. Adjournment

MOTION

03/23/10:25

Moved _____ / _____ BIRT the SGPS Council meeting be adjourned.

03/23/10

MR

CFS-27

Attached:

March Minutes

Attendance March Meeting

Reports

Updated March Reports

Appendix 1 – Executive Assistant Job Description

Appendix 2 – SGPS 2009 Financial Audit
Appendix 3 – Letter from School of Kinesiology & Health Studies' Budget Cut Awareness Subcommittee
Appendix 4 – Civil Engineering Code of Conduct
Appendix 5 – LSS Report on LSS/SGPS Relations